



Little Lights

P R E S C H O O L

a program of

Immanuel Ev. Lutheran Church of Waukegan, IL

Parent Handbook

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Program Overview

Mission Statement

Little Lights Preschool seeks to share God's saving truths with children and families of our community with a high-quality preschool program that reflects Jesus' love for all.

Philosophy

Little Lights Preschool believes the early years are crucial to children's learning and lifelong development. We recognize that God gives families the primary responsibility for nurturing their children with the direction to "bring them up in the training and instruction of the Lord." Ephesians 6:4. To assist in this God-given responsibility, *Little Lights Preschool* exists to encourage families of Waukegan and the surrounding area in their role as Christian educators. Our purpose is to witness God's love and offer a high-quality preschool education that partners with families to meet young children's spiritual, social, emotional, intellectual, creative, and physical needs.

Purpose

Little Lights Preschool is a Christian early childhood ministry maintained and operated by Immanuel Evangelical Lutheran Church to reach families with the gospel. We are a full-day preschool that operates from 7:30 am to 4:00 pm. We strive to provide developmentally appropriate learning experiences in an atmosphere of Christian love and respect.

Child Goals

- Encourage a love for God the Father who created us, God the Son who redeemed us, and God the Holy Spirit who keeps us in the faith. Provide children with opportunities to hear of God's love for them. (Spiritual Development)
- Create an atmosphere of love and respect based on God's unconditional love for us. (Social and Emotional Development)
- Provide a stimulating educational environment where children experience developmentally-appropriate activities. (Cognitive Development)
- Provide opportunities for self-expression through music, movement, song, drama, and art. (Creative Development)
- Provide a safe indoor and outdoor environment where children can develop their large and fine motor skills. (Physical Development)
- Use assessments and strategies that benefit children in their learning.
- Ensure that all children feel accepted and embrace differences in language, ethnicity, and family support.
- Provide a trauma-sensitive environment with a safe space for children to calm down when necessary.

Parent Goals

- Encourage a love for God the Father who created us, God the Son who redeemed us, and God the Holy Spirit who keeps us in the faith. Provide parents with opportunities to hear of God's love for them.
- Assist parents in the Christian education of their children.
- Provide a healthy and supportive atmosphere of love and respect based on God's unconditional love for us.
- Maintain a safe environment and promote a feeling of trust in our care.
- Foster a growing relationship based on collaboration and mutuality between the center and families.
- Communicate clearly and frequently with parents.
- Help identify needs that a child may have.
- Encourage and support parents to actively participate and respond to the many needs of their children.
- Offer information on parenting and how to best support their child.

Staff Goals

- Encourage a love for God the Father who created us, God the Son who redeemed us, and God the Holy Spirit who keeps us in the faith.
- Keep the mission and vision of the center as the focus of the preschool.
- Encourage a collaborative environment to accomplish required tasks.
- Maintain a Christian attitude that reflects God's love for us all.
- Use a strengths-based approach to reach goals and meet the program's needs.
- Ensure sufficient training and education to meet the changing theories and practices in education.
- Partner with homes to achieve the best outcome for children.
- Monitor and assess child development through the course of the year.
- Regularly utilize classes to grow in their knowledge of God's Word.

Curriculum and Daily Schedule

Little Lights Preschool is open from 7:30 am to 4:00 pm.

Staff will be present from 7:00 am to 4:00 pm.

Curriculum

Our program is organized to promote growth in the following areas of development: spiritual, social, cognitive, emotional, creative, and physical. We use the HighScope Curriculum to accomplish this.

We use a variety of thematic units with student-led and teacher-led approaches to meet the unique needs of all children. We take time to include our Christian beliefs daily and teach the truths of the bible. Teachers will provide ample time and encourage play throughout the day while finding ways to extend thinking and provide activities to help children learn and grow.

The lead teacher is responsible for planning the preschool curriculum based on developmentally appropriate practices. The lead teacher adjusts daily plans to meet each child's individual needs. Each session will include teacher-led and child-led activities, focusing on playful learning through a thematic unit.

School Calendar

We follow our own predetermined school calendar. The Little Lights Preschool calendar can be found on our website, and printed copies are available in the office. If the Waukegan Public School has an early release or is canceled due to weather or other conditions, our preschool will also be closed. If the Waukegan Public School has an e-learning day due to weather, we will be closed. We will notify you of any closings as soon as information is released.

Daily Schedule

Each classroom has a daily schedule tailored to meet the needs of students. The daily schedules are consistent in their sequence of activities while maintaining flexibility in the length of each activity. This allows children to be comfortable in the predictability of the routine while enabling the teacher to adjust each day based on the children's interests or other circumstances. The following activities are included in each daily schedule.

- Arrival & Table Play – Teacher performs health check. Backpacks and seasonally-appropriate outdoor gear are hung in the classroom and hallway. Children may use the bathrooms and wash their hands before entering the classroom. Parents and children sign in at the appropriate sign-in stations. Then, children play independently with table choices or carpet choices.
- Clean-up is a transition time when children will be responsible for returning items to their proper bins and storage places. (Clean-up song)
- Morning Message - We discuss upcoming events or any changes there may be to our routine that day.
- Bible Time - The teacher will focus on two truths from God's Word each week. This happens through Bible lessons, prayer, and singing. Once a month, Chapel Service may replace Bible Time.

- Outside or Gym – The class will have a daily time to play outdoors as often as the weather permits. During inclement weather, we will use the gymnasium for large motor play.
- Snack Time – Children use the restroom and wash their hands for a nutritious snack and drink. Polite table manners will be modeled and encouraged in a social and appropriate way.
- Play Time- Children are allowed ample time to play. Teachers strive to encourage and extend the learning happening as the children work to achieve their playing goals. Children are encouraged and observed by the teacher to assess their developmental progress during this time. All centers are open for children to explore (Math, Science, Block, Writing, Reading, Music, Dramatic Play).
- Whole Group Time- The teacher leads the children in active literacy experiences such as reading books, performing finger plays, singing songs, reciting nursery rhymes, and using manipulatives. The children are encouraged to participate and possibly take the lead in these experiences. Activities will vary based on thematic activities.
- Small Group - The children will be given various art materials to explore, participate in a sensory experience, or work on a planned thematic project.
- Movement - Children will express themselves through music and movement activities.
- Lunch - Children wash their hands and will be given a nutritious lunch and drink. Polite table manners will be modeled and encouraged in a social and appropriate way. Children will clean up, use the restroom, and wash their hands before rest time.
- Rest- Children participate in active learning throughout the morning. Children need time to rest from learning. They are not required to sleep but are encouraged. They will be given quiet activities after a period of quiet rest. Children will be supervised during nap time.
- Closing Routine - Children will gather their things and pack their backpacks to take home for the day. After a closing prayer, the children are given “choice time” activities to play until their guardians come to pick them up.
- Dismissal - Parents and children will sign out from preschool.

Rest Time

Children enrolled at Little Lights Preschool will be allowed to rest or nap after lunchtime. Parents should provide a child-size blanket and child-size pillow for their child to use during rest time. The blanket and pillow will be sent home weekly on Fridays, or as needed if it becomes soiled or wet during the week, to be laundered at home.

There will be a required 30 minutes of quiet time. If your child cannot fall asleep, they may read quietly or play with quiet toys for the remainder of rest time. Only quiet activities are permitted during this time so that active children are not disrupting other children who are resting.

Cots will be spaced three feet apart to allow complete access for adults and children on at least one side. Children’s heads will remain uncovered during rest time, and shoes will be kept on to ensure safety during an emergency evacuation.

Religious Training

Our Beliefs

Little Lights Preschool is a ministry of Immanuel Lutheran Church. We are a non-profit ministry dedicated to sharing God's saving truths with children and families of our community. Our teachings and practices can be found on the Immanuel Lutheran Church website: <https://www.ilwaukegan.com/about-our-church>

Christian Education

Parents who are not members of a church in the Wisconsin Evangelical Lutheran Synod (WELS) are encouraged to meet with the pastor of Immanuel Lutheran Church to become acquainted with the gospel truths their children will be learning at Little Lights Preschool. Attendance does not obligate parents to join our church.

Church Attendance

While church attendance is not required, Little Lights Preschool encourages parents and children to attend worship services and Sunday School programs. Faith in Jesus is strengthened through God's Word. Children of Little Lights Preschool will occasionally sing a song they have learned in a worship service at Immanuel Lutheran Church. Attendance is not mandatory but highly encouraged.

Bible Time

Bible Time focuses on sharing and learning the truths of God's Word and His great love for us all through Bible stories, songs, rhymes, and activities. We have a monthly chapel service conducted by the pastor of Immanuel Lutheran Church, where children will experience sitting in church and participating in a pastor-led devotion. Our bible truths cover portions of the New and Old Testament and will incorporate our Christian values.

Enrollment & Admission

Admission Policy

Children must be at least 3 years old by their first day of attendance. We do not enroll children who are eligible for kindergarten (i.e., age 5 on or before the first of September of the current school year). The maximum number of children in a single classroom is 20 with two adults.

All children must be toilet trained before enrolling. For the students' and teachers' health and safety, if a child has three bathroom accidents in one month, the child may be removed from the program until accidents are no longer an issue.

Waiting List

Your child's name will be placed on a waiting list if the program has reached full capacity. Parents wishing to add their child's name to our waiting list will be required to fill out all the registration forms necessary for enrollment and pay our non-refundable registration fee. The director will notify parents if a space becomes available. If parents do not wish their child to remain on the waiting list, we will refund the full registration fee, and your child's name will be removed from the list.

Admission Prioritization

Admission will be on a first-come, first-served basis. However, if there is a waiting list, we will prioritize enrollment as follows:

- 1) Families with children who have attended Little Lights Preschool
- 2) A child closest to three years of age by September 1st
- 3) The general public

Non-Discrimination Policy

Our preschool does not discriminate based on race, color, sex, or national and ethnic origin in the admission and administration of its educational policies.

We welcome all children with special needs to apply for admission. Children will be accepted on a trial basis to determine whether our program can meet their needs.

Registration Forms

Little Lights Preschool encourages parents to set up an informational meeting with the director to obtain registration information. At this meeting, the director will review the registration packet and address parents' concerns or questions. The parents will also be allowed to observe the preschool during hours of operation.

Our registration packet provides the necessary forms to register your child, including a copy of our parent handbook. The following items in the packet must be completed and returned to Little Lights Preschool or uploaded to our communication app before your child is admitted into our program:

- Form CFS 428, “Application/Record of Child Information”
- Form CFS 593, “Consents to Day Care Providers”
- Form CFS 600, “Certificate of Child Health Examination,” including up-to-date Immunization Records, TB, and Lead Screening (dated less than six months before the enrollment date)
- Form CFS 581 Verification of Receipt of DCFS Summary of Licensing Standards
- A Certified Copy of the Child’s Birth Certificate
- Registration Fee
- Child Profile Form
- Acknowledgment Sign-Offs
 - Photos
 - Non-Prescription Medication Form
 - Parent Handbook
- Parent Driver’s Licenses (a copy will be made by Little Lights Preschool to be kept on file)
- Regular Authorized Pick-Up Form
- Preschool Payment Contract and Tuition Agreement
- Registration Fee Payment
- Medication Form (if needed)
- Confirmation of Registration to Communication App

All documents must be completed and returned before your child is admitted into our program. Failure to turn in completed forms will prohibit your child’s participation in our program.

Once all paperwork has been completed and submitted, the director will confirm your child’s admission into the program.

Tuition and Fees

A yearly registration fee will be charged in an amount set by the Preschool Committee. Our non-refundable registration fee is due before your admission date.

The Preschool Committee sets the annual tuition rates. The rate chosen will not change during a school year, and the annual tuition will be prorated by month should a child enroll during the school year.

Your child’s name will be placed on a waiting list if the program has reached full capacity. Parents wishing to add their child’s name to our waiting list will be required to fill out all the registration forms necessary for enrollment and pay our non-refundable registration fee. The director will notify parents if a space becomes available. If parents do not wish their child to remain on the waiting list, we will refund the full registration fee, and your child’s name will be removed from the list.

Tuition payments must be made on or before the first day your child attends, or semi-monthly payments may be made by the 1st and 15th of every month beginning in the month of enrollment. CCAP co-payments and any monthly tuition not covered by CCAP are due in full by the first of the month. Parents are required to have a Preschool Payment Contract on file before the first day of their child’s

attendance. Third-party payments are accepted, but the parents are ultimately responsible for timely tuition payments.

If a child withdraws from Little Lights Preschool, parents must provide a 30-day (minimum) written notice before the withdrawal date for unused tuition to be refunded. There will be no refunds for a child's absence due to illness, tardiness, early dismissal, weather, or vacation.

Other Fees

Parents understand and agree that a \$20 fee will be assessed for each late payment. Collections and returned check fees are assessed to the parents for each occurrence.

Meal Plan

Daily lunch and snacks are included in your tuition payment and will be provided by Little Lights Preschool. Menus will be posted monthly.

*If a child wishes to bring a birthday treat, the treat must be in a store-bought, sealed package. Please ask the lead teacher about any classroom allergies or dietary restrictions. See additional handout regarding birthday celebrations.

Parental Involvement & Communication

Visiting Parents and Classroom Observation

Parents are welcome to visit Little Lights Preschool at any time during regular hours of operation unless prohibited by a court order. However, we will limit a visiting parent to five minutes of observation time. The teachers are responsible for all students in their care and will focus their attention on the needs of the children and scheduled activities. Please refrain from interacting with staff and students during your observation time. Parents must log into the visitor binder when arriving and log out when leaving. Failure to abide by these rules will result in termination of services. If you wish to speak with the teacher or director, please make an appointment to schedule a time that is convenient for our program.

Background Checks for Volunteers

Little Lights Preschool works to ensure the safety and well-being of all children and staff. We require all parents or others who volunteer to work with our students to receive an annual background check before their first visit in the classroom.

Parental Involvement & Communication

We offer informal arrival and departure meetings and family-educator meetings. We welcome open and frequent communication with caregivers through electronic means, face-to-face meetings, and workshops.

We strongly encourage parents to check their child's classroom communications (weekly newsletters, electronic communication, daily notes, weekly folder) about classroom activities. We rely on the day-to-day communication between staff and parents to get information across to each other. If you want to address questions or concerns, schedule a time to talk with your child's lead teacher or the director.

The lead teacher will conduct family educator meetings twice a year, where informal and formal assessments of your child's progress will be discussed.

Administration

Immanuel Lutheran Church's Leadership Team (the elected administrative body of the church) has oversight of the preschool. The Preschool Committee directly oversees the operation of the preschool. It is responsible for formulating educational policies, preparing and administering the budget, and acting as the hearing board in discipline matters. The director will manage the daily operations of Little Lights Preschool and carry out the policies and procedures established in our handbooks by the Preschool Committee. The director supervises all teachers and staff working for the preschool. The administration structure at the preschool is as follows: director, assistant director, lead teachers, and assistant teachers.

Grievance Policy

If there is a grievance over the *program procedures*, direct contact with the teacher or director should be made. The complaint should be made verbally or in writing. If the individual making the complaint feels that the complaint is dismissed or ignored or is more severe, the complaint should be made immediately to the director. Depending on the nature of the complaint, the director will either handle it personally or refer the matter to the Preschool Committee for further action. The director will ensure that the grievance is handled properly and expeditiously.

If there are any complaints about the facilities or equipment in the preschool, take them to the director.

If a parent/guardian has a personal grievance against a *staff member*, the director will approach the staff member and discuss the matter. If an unsatisfactory resolution of the problem occurs, then the following steps will be taken:

- 1) The staff member and director will provide in writing how the problem will be resolved.
- 2) If the complaint is about the director and cannot be resolved internally, the Preschool Committee will be contacted to resolve the matter.

Confidentiality

Little Lights Preschool staff members are expected to keep all information regarding a child and their families confidential.

However, this does not apply to:

- The parents of persons authorized in writing by the parent/guardian to receive such information
- An agency assisting in planning for the child when informed written consent has been given
- Agents for the State of Illinois who monitor our program
- Staff consultation regarding spiritual matters with the pastor or Leadership Team of Immanuel Lutheran Church
- Staff consultation regarding discipline matters with the Preschool Committee or Leadership Team of Immanuel Lutheran Church

Disenrollment Policies

Withdrawal & Termination of Services

If a child withdraws from Little Lights Preschool, parents must provide a 30-day (minimum) written notice to the director (using Little Lights Withdrawal Form) before the withdrawal date for unused tuition to be refunded. Failure to provide a 30-day written notice to the director before the withdrawal date results in parents being held responsible for 30 days of tuition costs beyond the withdrawal date. CCAP parent co-pays are non-refundable due to early withdrawal.

Little Lights Preschool reserves the right to terminate services if we feel we cannot provide the support your child or family needs. We will work with you to find other options through our local Child Care Resource and Referral Agency.

Immediate Disenrollment

Little Lights Preschool may disenroll students according to the steps lined out in our Discipline Policy. Additionally, any child whose behavior creates a significant risk of harm to the safety of the other children and staff may be immediately disenrolled. Some examples are substantial damage to real or personal property, an attempt to assault a child or staff member physically, or actions that would result in serious bodily injury.

Arrival and Dismissal

Little Lights Preschool is open from 7:30 am to 4:00 pm.

Staff will be present from 7:00 am to 4:00 pm.

School hours are 8:15 am - 3:00 pm.

*The center keeps daily arrival and departure logs.

Arrivals

Arrival Time is from 7:30-8:15 am. After a quick check-in with a staff member, parents must sign in their child using the communication app. Parents will confirm their child's arrival time with a signature and are responsible for their child while in the building. Children will become the responsibility of staff when parents exit the building. Any child who has not arrived by 8:15 am. will be marked absent for the day and will not be admitted to Little Lights Preschool unless given prior permission.

Late Arrivals

Late arrivals are allowed when a parent/guardian has asked permission by **9:00 pm. the previous night.** Late arrivals should be no later than 10:00 am. If you are not able to make it to Little Lights Preschool by 10:00 am, please keep your child at home for the rest of the day. Only three late arrivals with prior permission are allowed per school year. Repeated late arrivals will result in a \$5 fee per occurrence.

Dismissal

Dismissal is from 3:00-4:00 pm. Parents sign out their child using the communication app after the child has collected their belongings and is ready to exit the building.

Early Pick-Ups

A parent must inform the teacher at least 15 minutes in advance if a child will be picked up before our regular dismissal time. An early pick-up is allowed three times in a school year. All other early pick-ups will result in a \$5 fee per occurrence.

Absences

If your child will be absent from school, please communicate this via a phone call, communication app message, or text message to the director at Little Lights Preschool. Failure to notify Little Lights by 8:30 am will incur a \$5 fee per occurrence.

*Failure to abide by these policies will result in a meeting with the director and may result in termination of services.

*Full tuition will be collected regardless of late arrivals, absences, and early pick-up.

Late Pick-Up

Failure to pick up your child at the designated dismissal time will result in a \$1 fee for every minute that passes until the child is picked up, beginning at 4:00 pm. Termination of services may result if more than two late arrivals occur in a school year. As per the state of Illinois, children who are not picked up within a reasonable time will be referred to the appropriate authorities. Therefore, if a child is not picked up by 5:00 pm. without parental communication to staff, they will be referred to the appropriate authorities.

Excessive Late Attendance & Absence

A consistent daily schedule is key to helping children feel safe and comfortable in their environment. If children's daily schedules are disrupted, they may have a difficult time regulating their emotions and behavior. Therefore, repeated tardiness or absence will result in a meeting with the director.

Parking Lot Safety

The safety of our preschool students is of utmost importance to our program. We take special care during our drop-off and pick-up times to ensure that the children are released in a careful and timely manner. During these times, the staff at Little Lights will monitor the safety cameras in our parking lot to help your child prepare for your arrival and keep an eye on the parking lot for general safety. We ask that you please limit your time in our parking lot to ten minutes. To prevent loitering, a staff member may check out your child and walk them to your vehicle if you exceed ten minutes in the parking lot.

Health and Safety

Child Abuse & Neglect

All Little Lights Preschool staff are mandated reporters and have signed the Mandated Reporter form prescribed by the Department of Child and Family Services. These forms are retained in the personnel records of Little Lights Preschool.

Per the Illinois Department of Child and Family Services, Mandated Reporters are required to report suspected child abuse or neglect immediately when they have reasonable cause to believe that a child known to them in their professional or official capacity may be an abused or neglected child. Reports are made by calling the DCFS Hotline at 1-800-252-2873 or 1-800-25ABUSE. The mandated reporter with the most direct knowledge of the suspected abuse will make the call and provide any necessary documentation to support suspected abuse or neglect.

Children's Sick Policy

Children will be screened upon arrival daily for any obvious signs of illness. If symptoms of illness are present, the childcare staff shall determine whether they can care for the child safely based on the apparent degree of illness, other children present, and facilities available to care for the ill child.

Children with a fever of 100.4 or higher at the time of their arrival screening shall not be admitted to the daycare center. Children must be fever-free for 24 hours without the use of medication before they can return to school.

Children need not be excluded for a minor illness unless any of the following exists, in which case exclusion from the daycare center is required:

- A condition that prevents the child from participating comfortably in program activities
- Illness that calls for greater care than the staff can provide without compromising the health and safety of other children
- A fever at or over 100.4 degrees F (oral)
- Unusual lethargy, irritability, persistent crying, difficulty breathing, or other signs of possible severe illness
- Diarrhea or vomiting two or more times in the previous 24 hours, unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration
- Mouth sores associated with the child's inability to control their saliva until the child's physician or the local health department states that the child is noninfectious
- Rash with fever or behavior change unless a physician has determined the illness to be non-communicable
- Purulent conjunctivitis (Pink Eye), until 24 hours after treatment has been initiated
- Impetigo (School Sores), until 24 hours after treatment has been initiated

- Streptococcal Pharyngitis (Strep Throat), until 24 hours after treatment has been started and until the child has been without fever for 24 hours
- Head lice until the morning after the first treatment, and as long there are no more eggs or signs of lice
- Scabies, until the morning after the first treatment
- Chickenpox (varicella), until at least six days after onset of rash and all poxes are scabbed over
- Whooping cough (pertussis), until five days of antibiotic treatment have been completed
- Mumps, until nine days after onset of parotid gland swelling
- Measles until four days after the disappearance of the rash
- Symptoms that may be indicative of one of the serious communicable diseases identified in the Illinois Department of Public Health Control of Communicable Diseases Code

If your child becomes ill with any of the symptoms listed above at school, they will be kept isolated from the other children to the extent possible while still under staff supervision. A parent will be called for immediate pick-up. If a parent cannot be reached or cannot pick up the child within one hour, the designated emergency contact will be called to pick up.

Parents are asked to notify the program within 24 hours, exclusive of weekends and holidays, when their child is diagnosed by their source of medical or dental care as having a contagious disease. Contagious illnesses will be reported to all parents the same day the information is received. The director will post a notice in a prominent place stating the illness, incubation period, early signs to watch for, and exclusion recommendations. These postings will be updated with each new case of the illness.

Your child may return to school if:

- 1) A healthcare provider has determined the symptoms are not associated with an infectious agent.
- 2) There is no longer a threat to the health of children and staff in the program.

Outdoor Sick Policy

Daily exposure to fresh air and large motor activity is important to our program. We will use our outdoor and indoor spaces as often as possible. If you feel your child can't participate in all of our scheduled indoor and outdoor activities due to health, please keep your child at home. All special requests or restrictions that do not coincide with our set policies will be evaluated by the preschool director. The director will consider the request/restriction, along with the health and safety of all other students.

Head Lice Policy

Please notify the director or lead teacher if your child has live lice or nits. If live lice are found on your child's hair while at school, you will be notified at the end of the day. Children are required to be (live) lice-free to return to school. Children may remain at school if *only* nits are found. Staff will maintain the privacy of students who have lice, although we are required to post a notification to all parents of our preschool that there has been an outbreak of lice within our facility.

Allergies

All allergy and special needs information will be gathered and recorded from your child's initial enrollment information and health documentation. If there are any changes or new allergies, please inform the director so that all staff can be made aware of the changes. The names of children and their needs will be posted for all staff to use as a reference.

Medication Forms

Parents must complete a medication form for any medication that needs to be given to a child. This form must be thoroughly filled out, dated, and signed by the parent. The parent must give the form to the classroom's lead teacher along with the medicine itself.

- 1) The Consents to Daycare Providers form is completed and on file.
- 2) The Medication Log is completed and given to the teacher with the medication.
- 3) All medicine is in its original container.
- 4) For prescription medication, the full pharmacy prescription label is on the medication container (with the child's first and last name).
- 5) Medication is current (check expiration date).
- 6) Instructions given to us by the parent on the Medication Log are consistent with the instructions on the medicine prescription label.

*Medication forms will be updated as needed or twice a year.

Emergency Medication

If life-saving emergency prescriptions should be needed, each child must have their own sealed container where the emergency medication is kept. Teachers must be informed of where the medication is located.

Skincare & Topical Products

Parents must fill out the Skincare and Topical Products Form for any topical products that should be provided for their child (such as sunscreen, insect repellent, lip balm, diaper creams, etc.). We will only apply skincare and topical products if we have a current form on file for your child.

Medical Care Plan

When children attending Little Lights Preschool require prevention or response to certain medical conditions, the child's doctor should prepare a medical care plan. The medical care plan should include the following:

- 1) Written instructions regarding specific precautions relating to the condition
- 2) Specific symptoms that would warrant the need for medication
- 3) A detailed treatment plan, including names, doses, and methods of administration of any medications that the child should receive in the event of a reaction

The medical care plan will be kept in the student's file.

Physical Examination and Immunization Requirements

We must have a completed copy of form CFS 600, "Certificate of Child Health Examination," including up-to-date Immunization Records and a TB and Lead Screening (dated less than six months before the enrollment date) before your child is admitted to our program.

COVID-19

A current copy of Little Lights Preschool's COVID-19 policies can be found in the office.

Security

Our school doors will remain locked throughout the day, and admission to the building must be made by ringing the doorbell at the preschool entrance. Preschool visitors will only be allowed to enter the building with proper authorization. Upon entering the building, preschool visitors must sign in to the visitor's log. The director will accompany the visitor(s) throughout their time in the building as needed. Upon leaving the building, the visitor should sign out of the visitor's log and notify the staff of their departure.

A child may only be released to a parent or other responsible person designated by the parent in writing. If someone other than the parent is picking up a child, we must be notified and supplied with a picture I.D. (containing the name and date of birth of the person picking up) via a message through our communication app. Once the person arrives to pick up the child, the director must check their photo identification to verify it matches the identification on the communication app message. A photocopy of any newly approved person's I.D. with the date and time of pick-up will be signed by the director and placed in the student's file.

Staff will be trained to dial 9-1-1 in an emergency.

Court Orders

Parents should provide a copy of any court order that impacts custody or interaction with the child to the director.

Emergency & Disaster Preparedness

All Little Lights Preschool staff members will be trained to ensure they are prepared for an emergency or disaster. Emergency drills are conducted monthly to ensure staff and children know how to respond to emergencies.

Emergency School Closings

The announcement for emergency school closings for Little Lights Preschool can be found on the Waukegan Public School website. Our preschool will also be closed if the Waukegan Public School is canceled due to weather or other safety conditions or has an e-learning day due to weather. Little Lights Preschool will notify you via our communication app if the school is closed.

In the event of an emergency or severe weather, while children are present in the building, the director will delegate a staff member to notify parents with pertinent information. Depending on the severity of the emergency, parents may be required to pick up their child. The designated emergency contact will be called for pick-up if the parent is unavailable or cannot be reached. Timely pick-up is required. The parent communication app must be used to notify Little Lights Preschool of any possible delays that may prevent a timely pick-up. Failure to pick up a child within a 3-hour window will result in calling the appropriate authorities. If an emergency timeframe exceeds 3 hours, Little Lights Preschool will provide nourishment whenever possible following emergency response procedures.

School Closing Due to Funerals

Because Little Lights Preschool is a ministry of Immanuel Lutheran Church, Immanuel Lutheran Church reserves all right to use the preschool kitchen and gymnasium for funeral meals and gatherings. If a funeral should happen during preschool operating hours, Little Lights Preschool reserves the right to close. Little Lights Preschool will give at least 2 days' notice to guardians to make alternate childcare arrangements. Guardians are responsible for paying for alternate childcare. Tuition adjustments/reimbursements will be made to reflect any preschool closings due to funerals.

Emergency Medical

Minor Injury (scratch, scrape)

In the event your child receives a minor injury while at Little Lights Preschool, first aid will be administered by the supervising staff member. All our staff is first aid certified. Minor injuries will be washed with soap and water, covered with a bandage, and treated with ice if needed.

The staff member that provides first aid will fill out an injury report. Both parents and supervising staff members must sign the report. A copy of the report will be given to parents at pick-up time, and the original will be kept in the student's file.

Emergency Medical Care

You will be given an emergency medical care form to sign upon enrollment. It authorizes the school to take immediate action if the child is injured. In the event of injury, our policy is first to call the child's parents. If the circumstances warrant more immediate action, we will call 9-1-1 first and then contact the parents immediately after.

If your child is seriously injured:

- 1) A staff member will call 9-1-1
- 2) Another staff member will be contacted to supervise other children
- 3) The staff will administer first aid to the injured child
- 4) The injured child may be taken by ambulance to:

**Vista Medical Center East
1324 N Sheridan Rd.
Waukegan, IL 60085**

If we are off the premises and there is a severe injury, we will call 9-1-1, and your child may be taken to the nearest emergency medical facility in the company of a staff member. The child's parents will be contacted immediately.

Please note that permission forms for emergency medical care state the following:

- 1) Any expenses related to the injury will be the responsibility of the family.
- 2) Parents must provide accurate contact and insurance information on file at all times.
- 3) Little Lights Preschool will not be responsible for outdated or inaccurate information, and we encourage you to keep this information up to date with our office records.

Accident/Behavior/Incident/Injury Report Procedures

A form must be completed by a staff member when an accident, behavior, incident, or injury has occurred. A parent or guardian must sign the report form. A copy will be made and given to the parent/guardian. The original report form will be kept in the child's file in the office.

Discipline & Guidance Policies

Discipline Policy

The staff of Little Lights Preschool recognizes that many discipline problems can be prevented. We feel many potential problems will not occur at our school due to careful scheduling of the day, appropriate expectations of individual children, positive communication techniques, and structuring of the classroom environment.

Appropriate child behavior is encouraged through positive reinforcement, encouragement, and modeling. Inappropriate behavior sometimes does happen, but it is discouraged through:

- Structuring the environment
- Redirecting children's behavior - perhaps repeatedly
- Appropriate calm-down time in the safe space
- Immediate response to behavior
- Following through - consistency is important

All staff should avoid using negative discipline practices such as yelling at or embarrassing the child.

Negative practices do not teach a child what is appropriate, do not change behavior in the long term, and may harm the relationship between the teacher and child.

Our staff agrees that children must be disciplined respectfully and constructively, and they must not be subjected to severe, humiliating, or frightening discipline. Discipline must not be associated with food, rest, or toileting, and spanking, shaking, or corporal punishment is prohibited.

Discipline Procedures For Ongoing Behavior Issues

If there is an ongoing behavior issue such as, but not limited to, willful disobedience, physical aggression towards classmates/teachers, or bullying, the following procedures will be used:

- 1) The child will be temporarily removed from an area or situation, and parents will be contacted.
- 2) The lead teacher will write a written behavior report. The report must be signed by the teacher and parent/guardian and kept in the student's file.
- 3) The teacher or the administrator will meet with parents to discuss the ongoing behavior issue and develop a behavior management plan.
- 4) If the behavior continues, the teacher, parents, and administrator will meet with the Preschool Committee to determine the next step for the student. The next step could include removal from Little Lights Preschool if it is determined that it is the best way to keep students and teachers safe and provide proper guidance for the child.

Immediate Disenrollment

Little Lights Preschool may disenroll any child whose behavior creates a significant risk of harm to the safety of the other children and staff without following the guidance steps outlined above.

Some examples are substantial damage to real or personal property, an attempt to assault a child or staff member physically, or actions that would result in serious bodily injury.

School Supplies

To be brought to orientation at the beginning of each school year or before the first day of enrollment if enrolling after the beginning of the school year.

- 2 boxes Classic Color Crayola Washable Markers
- 6-count Elmer's Disappearing Purple Washable Glue Sticks (regular size)
- 2 Large Boxes (160 ct) Soft, Unscented Facial Tissue
- 4 Large Rolls of Paper towel
- 4 Packs of Unscented Baby Wipes with a Flip-Top/Resealable Top (minimum 48 per pack) for your child to use
- 1 Box Gallon Size Freezer Resealable Bags
- 1 Box Quart Size Freezer Resealable Bags
- 2 Packs Everyday Napkins (500 count)
- 2 Boxes 5 oz Dixie Cups or Plastic 5oz cups (50-count)
- 2 Packs Paper Dessert Plates-7 inch (24-count)

Daily School Supply List

To be available every day for use and replaced as needed

- Backpack, large enough to hold a regular sizes school folder, with a mesh side pocket for a water bottle
- A non-spill plastic child-size water bottle for water only
- A complete change of clothing (t-shirt, long sleeve, shorts, pants, 2 underwear, 2 pairs of socks) in a labeled gallon-sized resealable bag (this will stay at school)
- A set of velcro gym shoes that will remain at school (no shoelaces)
- Appropriate clothing for daily weather (sweater, jacket, snow boots, snow pants, hats, mittens, tennis shoes (velcro only). *see additional handout
- A child-size blanket (cot size) and a small pillow, for nap time. *please refrain from bringing standard bed size items *see additional handout
- Tote bag/reusable bag to carry nap items (blanket and pillow)
- Unscented lotion, chapstick, insect repellent, sunscreen (labeled and stored in teacher closet)
- School Communication folder provided by school (should be in your child's backpack daily)

Children who fail to bring the necessary items may be supplied with them with an additional fee to their student account.

Other Policies

School Dress Code

All children should come to school in clean and comfortable clothing. Children *must* wear socks and velcro tennis shoes to school. Children may only wear shoes with shoelaces if they can tie them themselves (within a reasonable amount of time) without the assistance of an adult. Boots may be used to enter the building during snowy and wet weather but will need to be changed upon arrival at school.

Please avoid dressing your child in clothing that is difficult for them to manage, including

- pants or shorts with difficult snaps or zippers
- shoes with laces (if they are unable to tie their shoes)
- overalls
- belts
- one-piece outfits
- dresses, skirts, or tights
- loose clothing items that may get caught in equipment (chains, headbands, straps, etc.)

Hats and winter mittens will be required in the colder months. Fingert gloves will only be allowed if your child can put them on with minimal assistance. No scarves or hats with parts that tie around the head will be allowed for safety reasons.

Daily Outdoor Clothing

If your child does not have the appropriate clothing to wear outside, a message will be sent to the parent/guardian of the child alerting them of missing outerwear. Failure to bring the appropriate seasonal clothing (listed in our daily supply list) will result in a \$5 fee per daily occurrence. Whenever possible, we will supply appropriate substitute clothing to play outside depending on availability. Repeated missing items will result in a meeting with the director.

Soiled Clothes

In case of an accident, the wet or dirty clothing will be placed in a plastic bag and sealed. We will not rinse clothes as they may contaminate hands and other surfaces. If a surface is contaminated, it will be disinfected with a bleach solution to help prevent the spread of germs. The soiled clothing in the plastic bag will be placed in the child's backpack and become the responsibility of the parents to launder. A new, clean set of clothes must be returned to school the next day for the child to store in their cubby.

Tobacco Use

There is no tobacco use permitted on the property of Little Lights Preschool.

Odors, Oils, and Fragrances

Little Lights Preschool will not permit excessive smoke, perfume, fragrances, oils, or other strong smells on children or parents entering the building due to asthma-related health conditions and other sensitivities.

Pets

Little Lights Preschool does not allow pets of any kind within the preschool.

Transportation

Little Lights Preschool will not provide vehicle transportation.

Weapons & Firearms

All weapons and firearms are prohibited within the confines of the preschool.

Contact Information

Little Lights Preschool
1310 N. Frolic Ave.
Waukegan, IL 60085

preschool@ilswaukegan.com
school phone: (847)249-0011

Monica Haakenson (Director/Teacher)
personal: (847) 651-0127

Samantha Kohls (Assistant Director/Teacher)
personal: (920) 253-7947

Parent Acknowledgement

I acknowledge that I have received, read, and understand Little Lights Preschool policies found in the Parent Handbook.

Parent(s) Signature.

Parent(s) Signature.

Date _____